ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

RESEARCH TECHNICIAN   **Salary Range 19**

BASIC FUNCTION:
Under the direction of Director of Institutional Research, performs extensive and technical institutional research and evaluation duties, including those related to State-mandated programs and activities; designs and performs research and evaluation of District and other institutional planning issues; coordinates research activities with District departments and groups; prepares reports for District personnel and State agencies to fulfill compliance regulations and requirements and assure institutional effectiveness for appropriate funding.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position
- Perform extensive and technical planning, design, research and evaluation duties related to institutional research and planning projects, including State-mandated programs, activities; and a variety of other internal and external issues.   (E)
- Utilize accurate statistical procedures and sampling techniques for institutional research projects; assure high levels of confidentiality and reliability of results. (E)
- Create, develop and maintain databases utilizing a mainframe computer related to student enrollment projections, follow-up studies and analysis of program enrollment patterns. (E)
- Collect and query appropriate data, perform statistical analysis; determine appropriate measures and instruments for data types including frequencies, chi-square, correlation, multiple regression and other methods of analysis. (E)
- Prepare reports for District personnel and State agencies to fulfill compliance regulations and requirements and to assure institutional effectiveness for appropriate funding; prepare and revise reports with accompanying tabular, graphic and statistical contents, descriptions of analytical methods used and narrative of findings and conclusions for college's research and evaluation. (E)
- Identify and extract a variety of requested data; inspect and code data in preparation for analysis; create project documentation and databases. (E)
- Operate a variety of software packages used on personal computers for data analysis, data management, graphics, visualizations, and word processing. (E)
- Communicate with appropriate college staff, stakeholders and other community college districts in analysis, competition and interpretation of data; respond to research questions as requested; describe findings; attend and conduct meetings. (E)
- Perform related duties as assigned.

KNOWLEDGE OF:
- Standard and advanced statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education, social and program research and evaluation.
- Regression techniques, principles and tables.
- Research design for original data collection and analysis.
- Use of personal computers and mainframe and appropriate software packages, including proficient use of standard statistical software.
- Technical report writing skills in organizing and presenting narrative and statistical information.
- Technical aspects of field of specialty.

- Correct English usage, grammar, spelling, punctuation and vocabulary, oral and written communication skills.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
- Perform extensive and technical research and evaluation duties.
- Design forms for various research purposes and target audiences.
- Design and perform research and evaluation of District institutional planning and other issues.
- Interpret and apply applicable sections of the State Education Code and other related laws and regulations.
- Interact with, participate on and conduct presentations to District faculty, college groups, committees and others.
- Prepare reports for District personnel and State agencies to fulfill compliance regulations and requirements and to assure institutional effectiveness for appropriate funding.
- Utilize accurate statistical procedures and sampling techniques; create, develop and maintain computer databases.
- Create and maintain necessary research documentation, files and records related to various research projects.
- Conduct meetings and interviews necessary for investigation and data collection related to assigned research projects.
- Work as a team member with other research office staff and members of college staff involved in institutional and research projects, grants development and other related activities.

EDUCATION AND EXPERIENCE:
Any combination equivalent to (*see Note below): Associate's degree with coursework in statistics, mathematics, business, computer science, or economics and three (3) years increasingly responsible experience involving related research and analysis activities and projects.

* Note: Up to one (1) year of additional education (with coursework as listed above) may be substituted for up to one year of required experience.

WORK ENVIRONMENT:
Office environment.

PHYSICAL EFFORT:
Seeing to read and analyze statistical data.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer, mouse and peripheral equipment.